MINUTES OF THE TOWN OF SELBYVILLE
TOWN COUNCIL WORKSHOP OCTOBER 27, 2026

Mayor Duncan called the meeting to order at 4pm. Also in attendance was Councilman Gary Steffen, Councilman Monroe Hudson, Councilman Ralph Lindenberger, Town Administrator Stacey Long, HR Specialist Loryn Rose, and Assistant Secretary/Treasurer Mackenzie Culley. The meeting was properly posted.

The first item on the agenda was review and discuss personnel handbook.

Town Administrator Long provided a walkthrough of the online employee handbook portal, demonstrating how to access and review individual policy sections. She explained that the system records employee acknowledgments, maintains previous policy versions, and notifies employees when adopted policies are updated. She noted that the proposed handbook incorporates recommended best practices and personnel policies carried forward from the Town's existing handbook, and emphasized that all materials remain in draft form pending Council review and formal adoption.

Councilman Hudson asked how the proposed employee handbook would apply to Police Department personnel and align with existing departmental policies. Town Administrator Long explained that Lexipol's planned platform update would allow employees to access both manuals through a single account. She noted that the Town handbook addresses personnel matters, while the Police Department manual covers departmental operations. The proposed handbook includes a provision recognizing the precedence of applicable standard operating procedures and collective bargaining agreement provisions, which was reviewed with legal counsel.

Council reviewed Sections 1 and 2 of the proposed employee handbook and discussed policy updates, ethics, employee conduct, and administrative procedures. Town Administrator Long explained that the online platform notifies the Town of changes in applicable laws and recommended best practices. The system displays existing policy language alongside proposed revisions, allowing the Town to review the changes and determine whether to accept optional recommendations.

Council discussed potential conflicts of interest involving elected officials, including outside employment, appointments, and business dealings with the Town. Members questioned who would investigate an alleged ethics violation, how the investigation would proceed, and what potential outcomes could follow. Town Administrator Long agreed to research other municipalities' ethics provisions and enforcement procedures for further consideration. She also noted that references throughout the handbook would be reviewed to ensure that "Town Administrator" includes "or authorized designee," where appropriate.

Council reviewed proposed revisions to the provisions governing employee acceptance of gifts. Discussion included food, holiday gifts, gift cards, and money offered by residents in appreciation of Town services. Members expressed concerns regarding monetary gifts and the potential appearance of preferential treatment. The proposed language would prohibit soliciting or accepting anything of value in exchange for official action, favorable treatment, or misuse of an employee's position. Council also discussed the broad meaning of "personal relationships" within the conflict-of-interest

policy and how that language could apply to friendships and other relationships outside the workplace.

Council questioned whether the employee conduct section provided sufficient detail regarding sexual harassment. Town Administrator Long directed members to Section 611, which contains more extensive provisions addressing discrimination, harassment, retaliation, reporting responsibilities, and investigations. Members also reviewed the personal firearms provisions in Section 627 and discussed their application to Town property, Town vehicles, and personal vehicles. The firearm-handling language in Section 102.4.10 was identified for removal, subject to confirmation that the matter is addressed in the Police Department's policies.

Council discussed the need to clarify the drug- and alcohol-free workplace policy, particularly the meaning of intoxication and impairment. Members expressed concern that the wording could be interpreted as allowing an employee to work after consuming alcohol if the employee did not consider themselves intoxicated. Town Administrator Long reviewed the provisions permitting testing when a supervisor has reasonable suspicion based on objective facts and discussed the Town's existing testing arrangements. Available drug and alcohol awareness and reasonable suspicion training for supervisors were also identified. Members discussed reporting process if involving supervisors or the Town Administrator. The policy will be reviewed further and brought back for discussion at the next meeting.

Council reviewed employee conduct provisions related to social media, including the use of information, photographs, videos, or recordings obtained through Town employment. Discussion also addressed comments about the Town made through personal devices or social media accounts. Town Administrator Long referenced the general employee conduct provisions addressing behavior that could adversely affect Town operations, employee morale, or the Town's reputation.

Council discussed subpoenas, court appearances, and jury duty, including whether the provisions applied to an employee's official duties or personal obligation to serve. Town Administrator Long reviewed the existing jury duty provision, which excuses eligible employees from work while serving and requires them to return within a reasonable time after being released. She explained that the provision carried forward from the previous handbook deducts jury service compensation from the employee's Town wages to avoid duplicate compensation.

Council reviewed language assistance procedures for residents with limited English proficiency. Town Administrator Long explained that the Town discontinued its previous telephone translation service following difficulties with its effectiveness. Current methods include translation applications and assistance from accompanying relatives when acceptable to the parties involved. Members also discussed written communication as a means of assisting residents who are deaf or hard of hearing and noted that Police Department situations may require different resources. Town Administrator Long emphasized the need to assist residents in accessing Town services despite communication barriers.

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Council reviewed ADA compliance and emergency management provisions. Town Administrator Long noted that implementing the handbook would require additional administrative steps, including designation of an ADA coordinator. She explained that the Town participates in the County's hazard mitigation planning and follows applicable emergency response plans. Members also discussed the need for a building evacuation plan, a designated meeting location, and continuity-of-operations arrangements if Town Hall became unusable. Town Administrator Long agreed to investigate available planning resources and options for continuing Town business at an alternate location.

Council discussed volunteer eligibility requirements and the need for appropriate screening, particularly for adults assisting with events involving children. Members questioned how the Town would verify compliance with the proposed eligibility standards and whether volunteer registration forms should include certifications regarding disqualifying convictions. Discussion focused on Christmas parade volunteers, their assigned duties, and the screening practices of participating organizations. Town Administrator Long agreed to inquire about those practices and explore appropriate screening procedures with the Police Chief.

Council reviewed purchasing and procurement procedures, including purchase orders, budgeted expenditures, and credit card use. Town Administrator Long explained the existing approval process and noted that the Town's credit card is secured and its use is controlled. Members discussed the importance of ensuring that credit card purchases follow established purchasing procedures and do not bypass required approvals. Town Administrator Long agreed to develop a written credit card policy for inclusion in Section 207 to clarify authorization and use requirements.

Council reviewed the news media and community relations provisions and discussed the Police Department's separate policies and social media practices. Discussion included responsibility for departmental communications, supervisory review of social media content, and training related to managing the Towns social media presence.

The next meeting was scheduled for Thursday, November 19, 2026, at 4:00 p.m. at Town Hall to review Sections 3 and 4 of the proposed employee handbook.

Councilman Steffen made a motion to adjourn the meeting. The motion was seconded by Councilman Hudson and carried by all.

Respectfully Submitted,

Mackenzie Culley

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Assistant Secretary/Treasurer